

**2010 TGEI Steering Committee
MINUTES for August 12, 2010
James K Polk Building 15th Floor Conference Room
Conference Call Number 615-741-2032**

Members Present

Kandi Thomas, Chair
Debra Bloomingburg

Members Absent

Danielle Barnes
Doug Stephens
Jamie Kilpatrick
Jesse Neely
Mac Purdy
Jerry Lester

Members Present Via Conference Line

Lamont Price, Vice Chair
Brian Senecal
Barbara Wall
George Zukotynski
Cathy Salazar - Guest
Melinda Williams

Guests ABSENT

Donna Jewell
Derek Martin

Agenda	
Topic	Notes
Review and Approve July 2010 Minutes	Debra Bloomingburg submitted one change via email. This change has been made to the minutes. Kandi will send the minutes to Trish to put on the website.
Need a secretary Or volunteer for each meeting for minute taker.	Debra will take notes and forward to Kandi for corrections.
Treasurer's Report	Debra reported that no changes have occurred in our bank accounts.
Update on Annual Conference . Immediate Action Required –	Lamont has provided speaker packets to all speakers. We will request to have these back from the speakers by September 3 rd .

	<p>Kandi has established a cancellation date with the Parks and with the Tennessee Room if too few people register for the Conference. According to Lamont's budget, our break-even point is 208 people.</p> <p>Debra Bloomingburg has contacted Sharon Buwalda and current registration is 18.</p> <p>We discussed the need to send a reminder about the Fall Conference including the registration form and/or a link to the registration form on the TGEI website. The narrative that is sent needs to include the registration deadline as well as the cost of the conference. George suggested that the class reporters be contacted so they can help get the word out about the conference.</p> <p>As noted in July minutes: According to Trish, printed materials need to go through the Publications Committee. Lamont indicated that this process normally takes 2 – 3 days. We think that the agenda definitely needs to go through this process, but the registration form does not. George asked about the presenters' PowerPoint presentations. Donna asked whether providing CDs or downloads prior to the conference would get us out of this requirement. Barbara indicated that her department sends anything that goes to the general public or outside of her department goes through this process, but internal documents do not. Kandi suggested we find out who is on the committee and get clarification as to what has to go through this process.</p> <p>Evaluations will be done through Survey Monkey. Barbara and Cathy are working on evaluation. We will limit questions to 10 or fewer and focus on obtaining comments regarding how to improve the conference.</p> <p>We will be able to start working on the agenda when we get speaker packets back.</p>
<p>Alumni Directory Update: We have asked DoHR for TGEI class rosters. How we asked Dr. Tom?</p>	<p>Donna had previously reported that she has 317 email addresses out of over 700. Suggestions for</p>

<p>DoHR how often we need to update the website for changes in the Alumni Directory. Monthly? Quarterly? Other?</p> <p>Security of Alumni Database – Concerns - Some retired Alumni have provided Donna with home addresses, phone numbers, and private email addresses. While we have their permission to include the information in the directory, can we or should we try to protect? If so, how?</p>	<p>finding people included asking alumni who work in the same department or human resource directors. Donna will try this in the upcoming weeks. At the July meeting George suggested a lottery for those who have updated their information.</p> <p>In July Donna brought up whether the directory would be able to be updated by anyone visiting the website. Kandi will get with Donna to set up a meeting with Sharon Buwalda.</p> <p>The suggestion was made to send out an email when the directory is live and, when a reminder email is sent out about the Fall Conference, tell alumni to let others know.</p>
<p>Status of documentation of any of our processes. (Events such as the Community Service events, golf tournament, conference planning, steering committee nomination and election process, and Holiday Breakfast planning)</p> <p>We discussed briefly and reminded all who are involved in event planning or other functions to document their processes so that we can create our steering committee handbook for future committees.</p>	<p>No discussion.</p>
<p>Ideas for the Year:</p> <ul style="list-style-type: none"> - Community Services Projects - Share TGMI outreach efforts to local schools and possible TGEI partnership - State Parks Update from Lamont - Jesse Update on Golf Event - 	<p>Jesse wasn't available to fill us in on the Golf Event. Kandi had an e-mail from Jesse that indicated the dates being considered for the Golf Event were October 1 and October 8. Responses to the survey concerning expanding the Golf Event to include additional family friendly activities indicated that survey participants preferred the golf scramble.</p>
<p>Issues on keeping the website current with pictures and updates on events.</p>	<p>Lamont has asked Dr. Tom for 2010 Class pictures so we can get on website. We've also asked that outdated golf event information be deleted.</p>
<p>Update on discussions from the combined meetings with DOHR and TGMI</p>	<p>Most involved Fall Conference. See above.</p>

<p>Other Business</p> <p>TGEI First Week Starts Sunday August 22. Dr. Tom trying to finalize which TGEI alumni will participate in the weeks.</p> <p>Social opportunities.</p>	<p>Mixer will be held on August 12 at the Blackstone from 4:30 to 6:30. This will be a chance for the 2010 Class, the 2009 Class, and Steering Committee to meet and network.</p> <p>Barbara and Cathy mentioned that a bowling event (location TBD) will be held on September 11th. This will give the 2010 Class an opportunity to meet in between their sessions and network with recent graduates of TGEI and TGMI. This event is scheduled to include the 2009 TGEI and TGMI classes with invitations extended to the 2010 and 2008 TGEI classes and the Steering Committee. If this event is well attended, having a future bowling event for just TGEI alumni could be considered.</p> <p>Orientation – Lamont and Kandi attended Orientation.</p>
<p>Future Agenda Topics:</p> <p>Update from Derek regarding Changes to By-Laws By-laws: Changes need to be proposed (addition of an office of Vice-President, change Reporter function, change restriction for classes prohibited for running for Steering Committee positions)</p>	<p>We will need to explain the election process to the Class of 2010 during their first week (end of August). Dr. Tom and Cathy are working on details of who will attend the TGEI sessions.</p> <p>Derek made changes to the by-laws and Cathy provided changes as well. Cathy will send to Steering Committee today. We hope to discuss and approve the proposed wording at the September meeting (we cannot amend the by-laws until we have the December Annual Meeting, but we will be able to tell the 2010 Class what the proposals are).</p>